

## **Contra Costa Community College District, Police Department**

### **Police Services Officer**

**Job Number: 0001008**

**Salary: \$4,803 (first step)**

**Deadline: 01/05/2018**

**Complete job description and application available online at: <https://www.4cdcareers.net/postings/4558>**

### **Examples of Duties/Essential Functions**

Duties may include, but are not limited to, the following:

- Patrols District campuses in radio-equipped car or on foot; ensures that District regulations, county and state laws are enforced; checks for signs of vandalism, fire or unusual situations.
- May conduct both preliminary and follow-up investigations of disturbances, prowlers, burglaries, thefts, hold-ups, death and other criminal incidents.
- Makes arrests as necessary, including warrant arrests; interviews victims, complainants and witnesses; interrogates suspects; gathers and preserves evidence; testifies and presents evidence in court.
- Contacts and cooperates with other law enforcement agencies in matters relating to the apprehension of offenders and the investigation of offenses.
- Prepares reports of arrests made, activities performed and unusual incidents observed.
- Stops drivers who are operating vehicles in violation of laws or District regulations; warns drivers against unlawful practices; issues citations and makes arrests as necessary.
- Collects monies from parking machines and meters; prepares reports of cash receipts, monies collected and other parking activities.
- Checks buildings for physical security; monitors security system.
- Performs routine minor repair of permit machines and parking meters.
- Prohibits the admittance of unauthorized persons to District facilities.
- Fingerprints new District employees.
- Directs traffic at fire, special events and other emergency or congested situations.
- Maintains contact with public regarding potential law enforcement problems and preserves good relationships with the general public.
- Develops and delivers public safety presentations.
- Provides protective escorts to students, staff and the public; delivers, or protects the delivery of, money to campus locations.
- Assists in the performance of special investigative and crime prevention duties as required.
- Responds to medical emergencies; administers first aid as necessary.
- Attends in-service training as required.
- Performs related duties as assigned.

### **Minimum Qualification-Education/Experience**

#### **EXPERIENCE AND TRAINING**

Completion of Academy and/or employment in a recognized law enforcement agency must have been within the last three years.

#### **EDUCATION/LICENSE OR CERTIFICATE**

- Possession of a high school diploma/GED or the equivalent.
- Possession of, or ability to obtain, an appropriate, valid California driver's license.
- Completion of a California P.O.S.T. approved Basic Police Academy or possession of a California P.O.S.T. Basic Certificate at the time of hire.

### **Minimum Qualification-Knowledge Of**

- Pertinent federal, state and city laws, rules and regulations.
- Traffic and parking control.
- Police methods and procedures, including patrol, crime prevention, traffic control, investigation and identification techniques, police records and reports and first aid techniques.
- Criminal law and criminal procedure with particular reference to the apprehension, arrest and custody of persons committing misdemeanors and felonies, including rules of evidence pertaining to the search and seizure and the preservation of evidence in traffic and criminal cases.
- Offensive and defensive weapons and theory.
- Self-defense tactics.
- Common fire hazards and proprietary fire suppression equipment.
- Interviewing and interrogation techniques.
- Basic mathematic principles.

### **Minimum Qualification-Ability To**

- Learn and interpret District regulations, policies and procedures.
- Observe accurately and remember faces, numbers, incidents and places.
- Use and care for firearms.
- Prepare accurate and grammatically correct written reports.
- Understand and carry out oral and written directions.
- Meet the physical requirements established by the Department.
- Work independently and without immediate supervision.
- Establish and maintain cooperative working relationships with those contacted in the course of work.

- Demonstrate understanding of, sensitivity to, and respect for the diverse academic, socio-economic, race, ethnicity, gender identity, sexual orientation, age, mental or physical disability, and religious background of all students, faculty and staff, and with all individuals encountered in the performance of required duties.

It is the District's policy to ensure that all qualified applicants for employment and employees have full and equal access to employment opportunity, and are not subjected to discrimination in any program or activity of the District on the basis of ethnic group identity, race, color, ancestry, religion, marital status, sex, national origin, gender, gender identity, gender expression, age, sexual orientation, physical or mental disability, medical condition, genetic information, veteran status, parental status, citizenship or because an individual is perceived to have one or more of these characteristics or based on association with a person or group with one or more of these actual or perceived characteristics.